



VACANCY ANNOUNCEMENT- FINANCE INTERN X2

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for two persons to be attached to our Finance unit.

Purpose

The finance interns are responsible for maintaining the Juba Office archives. We have a regulatory requirement to maintain key documentation for 7 years and these documents are held in the archive. The interns will maintain all documents in the archive in a logical and coherent manner for easy retrieval. In addition, the interns will retrieve documents, as needed, to support audits. On monthly basis the interns will review historic records to determine which can be destroyed and will ensure that these are properly destroyed.

Main Responsibilities:

Archiving:

- Sort, classify, index and maintain a proper filing system for all Archive records
- Mark and label all Archive records
- Maintain a master file index of all documentation held in the Archive
- Box-up older archive records and move past year records from the office to the Archives
- Annually review historic records to identify which can be destroyed and have these destroyed in compliance with Concern procedures
- Carry out periodic reviews of existing records and identify any deficient and/or missing paperwork. With the support of the relevant staff update the records for this paperwork. Clearly mark all verified records to ensure that these are excluded from future reviews.
- Ensure that the Archive is cleaned on a regular basis and report any possible structural issues so that they can be rectified before they develop into leaks etc.
- Receive and file field payments back up sent from the field.

Reviews and Audits:

- Promptly and accurately retrieve archived records for any review or audit (internal, external or donor), as required.
- Return the documentation to the correct files at the end of the review/audit.
- Scan any documentation which needs to be made available to Dublin or other non-Juba location.
- Scan donor reports supporting documents



Cash Books management:

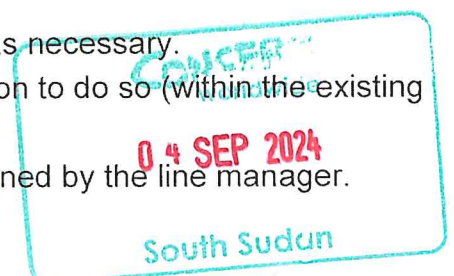
- Management of the petty cash box.
- Maintain an accurate cash log of all cash movements.
- Organize and issue floats ONLY if the Floats Request form and Supply Request and other supporting documents have previously been duly approved by budget holders
- Maintain an accurate float log sheet in order to ensure that all floats are correctly authorized, managed and returned.
- Tracking and ensuring all outstanding advances are justified before the end of the current month in compliance with Concern advance policy.
- Keeping record of head office weekly/monthly cash requirements and requesting timely replenishment from Opportunity bank.
- Performing weekend and month end cash count with the CFC and CD delegate
- Receive and check the eligibility of payment requests and submitted proof for payment supporting (compliance with procurement and financial requirements)
- Ensure that every nominal code, job code and cost center recorded in the cashbook is correct.
- Ensure each transaction is justified by an appropriate and valid invoice/receipt, and to ensure the quality of receipts (name, patent number, stamp, description, date, amount etc.) included the payment dossier.
- Ensure that documents and signatures are valid.
- Clear all payments transactions with a PAID stamp, with date and signature included as well as Advances PAID and CLEARED appropriately

Payables:

- Receive and review payment requests from field for programme volunteers and beneficiaries and facilitate review and approval process with budget holders.
- Prepare instructions for delivery of payments to Opportunity bank as planned and file the supporting and instruction documents.
- Prepare accrual journal for the related payments and share with Finance officer/Management accountant for review.
- Receive, review and reconcile Opportunity bank invoices and share them with Finance Officer for second level review.
- Prepare monthly tax payables to tax authority and facilitate review and approval from Concern approving authority.

Others:

- Be aware of, understand and comply with all of Concern's policies and procedures (P4, finance, logistics, HR, security management etc.).
- Contribute to ongoing security management and planning as necessary.
- Actively participate in any emergency response if called upon to do so (within the existing Programme area or in a new one).
- Undertake other related duties as may reasonably be assigned by the line manager.



Person's Specifications

- Graduate in Finance/business or related discipline
- Proficient in the use of MS Office, especially Word and Excel
- Good communication skills and fully fluent in English
- Ability to maintain confidentiality and discretion
- Good attention to details and demonstrated ability to deliver on work objectives to a high quality and on a timely basis
- Strong organisation and planning skills
- Ability to work both independently and in a team
- Observed as trustworthy, honest and reliable
- Identifies personal objectives and works hard to achieve them
- Ready to accept changes as new situation arise

CRM Accountability

In line with Concern's commitments under the Core Humanitarian Standard (CHS):

- *Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);*
- *Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;*
- *Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behavior is disseminated among programme participants and communities particularly for EWEA beneficiaries.*

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy, Anti-Fraud policy, conflict of interest and whistle blowing policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We

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will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

HOW TO APPLY:

1. Fresh graduates who meets the requirements should submit their expression of interest to Juba HR department located at Goshen house along the airport road, or email it to vacancies.juba@concern.net . Note that applications receiving window is from Thursday 5th September to Monday 9th September 2024.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY.

